

ANSM (1mm)

8 December 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Doctor Mary E. Walker Award (DRMEW) Standing Operating Procedure

1. Purpose: To establish a program to recognize and reward outstanding Army spouses and civilians within the U. S. Army Military District of Washington (MDW), whose volunteer achievements merit special recognition.

2. General:

a. Eligibility criteria is as follows:

(1) Spouses (male or female) of active Army, Army National Guard, and Army Reserve soldiers of all ranks who have contributed significantly to the quality of life of soldiers, exemplify personal concern for the needs and welfare of soldiers, and their families.

(2) The MDW Command Sergeant Major (CSM) may extend eligibility, because of outstanding support of soldiers, to those individuals that may not otherwise be eligible.

b. Selection into the DRMEW will be in three phases.

(1) Phase 1 - Commander's Evaluation/Nomination through battalion level board.

(a) Unit First Sergeants (1SG) who recommend individuals for the DRMEW award submit nomination packets for candidates to the CSM at the battalion/regimental Level. (see MDW sample packet.)

(b) The battalion/regimental CSM will hold quarterly DRMEW award boards for all recommended individuals in the battalion/ regiment. This board will be held in conjunction with the quarterly Sergeant Audi Murphy Board (SAMB). The board

ANSM

SUBJECT: Doctor Mary E. Walker Award (DRMEW) Standing Operating Procedure

will consist of four to six CSMs/1SGs selected by the battalion/regimental CSM from subordinate units within the command.

(c) Phase 1 will be completed at the unit through the battalion/regimental level.

(2) Phase 2 - Installation Level:

(a) Battalion/regiment CSMs who recommend individuals for the DRMEW award will submit nomination packets for candidates to the CSM at the installation/garrison level (see MDW sample packet).

(b) The installation/garrison CSMs will convene and chair a DRMEW award board each quarter, in conjunction with the SAMC Board.

(c) The board will consist of four to six CSMs/1SGs selected by the installation/garrison CSM from subordinate units within the command and installation.

(d) The DRMEW Award nomination packet will be submitted to the final selection board.

(e) Phase 2 will be completed at the installation/garrison level.

(3) Phase 3 - Final Selection Board:

(a) The Command Sergeant Major, MDW, will convene the final selection board at least once a quarter in conjunction with the SAMC Board.

(b) The final selection board will consist of four to six CSMs, with the MDW CSM as the president.

(c) Phase 3 is completed at the MACOM level.

ANSM

SUBJECT: Doctor Mary E. Walker Award (DRMEW) Standing Operating Procedure

c. A copy of the final selection board proceedings will be provided to the installation/garrison level CSMs.

d. The DRMEW award nominees selected by the final selection board to receive the DRMEW award will receive the following:

(1) A Dr. Mary E. Walker medallion in testament to excellence.

(2) A memorandum of commendation from the commander.

(3) A hometown news release will be sent to their local newspaper.

(4) A Dr. Mary E. Walker Award certificate, MDW Form 1062.

e. Nomination packets from the unit will include the following:

(1) Unit commander nomination.

(2) Dr. Mary E. Walker nomination worksheet.

(3) DD Form 2266 Hometown News Release (completed).

f. Each command will maintain historical records of all DRMEW Award recipients.

g. Commanders may recommend the removal of a Dr. Mary E. Walker Award at any time. Each recommendation for removal must be fully documented to permit evaluation by the CSM in the chain-of-command and the CSM responsible for the final selection board.

h. A recommendation for removal may be disapproved at any level of the command and returned through command channels with the specific reasons for disapproval.

ANSM

SUBJECT: Doctor Mary E. Walker Award (DRMEW) Standing Operating Procedure

3. The point of contact is CSM Cuffee or SGT Mundy at 202-685-2918, DSN 325.

Encl

STEVENSON CUFFEE
Command Sergeant Major, USA
U.S. Army Military District
of Washington

DISTRIBUTION:
Special